

CITY CLERK/SECRETARY TO CITY COUNCIL

DEFINITION

Under general supervision, to oversee the maintenance, custody and control of all municipal records; to provide official City records and information to the public, other agencies, City personnel and others as appropriate; to serve as secretary to the City Council; and to perform related work as required.

CLASS CHARACTERISTICS

This is a paraprofessional classification under the direction of the City Manager or his/her designee. Incumbents in this classification are expected to independently accomplish duties that involve exercising sound decision making and proper judgment.

EXAMPLES OF DUTIES (Illustrative Only)

- Serves as secretary to City Council, performing various administrative and clerical duties in support of Council, including but not limited to preparing meeting agendas and agenda packets, recording and maintaining proceedings of Council meetings, distributing meeting minutes, maintaining files, preparing correspondence, etc.
- Attests, publishes and posts ordinances and resolutions passed by City Council; prepares related proclamations and news releases
- Notarizes documents
- Prepares, organizes, certifies, indexes, files, maintains and controls all municipal records, including ordinances, codes, resolutions, affidavits, official bonds, etc.
- Maintains a City-wide records management program; oversees the destruction of records as scheduled or directed
- Maintains lists of board/commission appointments; maintains files related to the Fair Political Practices Commission; maintains custody of the City seal
- Administers oaths or affirmations, and takes and certifies affidavits and depositions pertaining to City affairs and business as necessary
- Coordinates and supervises the conduct of municipal elections, including the preparation and distribution of ballots, appointment and training of election officers, and tabulation and certification of results
- Issues various permits and notices of public hearings; may collect fees and special taxes
- Receives and responds to public and news media inquiries and requests for assistance
- Performs clerical and secretarial duties related to department activities such as typing, filing and distributing mail

QUALIFICATIONS

Knowledge of:

- Pertinent federal, state and local laws, codes and ordinances
- City organization, policies and procedures
- Principles and practices of municipal records management and control
- Election laws and procedures
- City Clerk duties and responsibilities
- Modern office practices and technology including typical personal computer hardware and software applications
- Correct English usage, spelling, grammar and punctuation
- Business letter writing and report preparation
- Basic business arithmetic

Skill in:

- Reading, understanding and applying applicable laws, rules, regulations and codes
- Maintaining and controlling municipal records in compliance with laws, regulations and City policies; maintaining record-keeping systems and files
- Using initiative and sound, independent judgment within established guidelines
- Organizing work activities and meeting deadlines with minimal supervision
- Performing complex administrative and secretarial work
- Accurately taking and transcribing dictation
- Typing accurately at a rate of 50 words per minute
- Performing basic mathematical calculations
- Operating and using a variety of office equipment including personal computer hardware and software
- Meeting the public and providing required information courteously and efficiently
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to the completion of the 12th grade, supplemented by secretarial or office management coursework and six (6) years of responsible secretarial/office management experience dealing directly with municipal records.

LICENSES AND CERTIFICATES

Possession of Notary Public certification
Possession of a valid California driver's

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.